

City of Lebanon Athletic Field Request

Please complete this form and submit it to:

City of Lebanon
Att: Randy Duff
50 S. Broadway
Lebanon, OH 45036

This form is a request and not a guarantee of facility space

Contact Information

Name of group requesting Facility space: _____

Group Representative Name: _____

Address: _____

Home Phone number: _____ Work Phone number: _____

Email Address: _____

Facility Request

Park Requested: _____ Court/ Field Requested: _____

Day (s) Requested: _____

Times Requested (if for more than one day please separate by day)

	Time Requested
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Date(s) Requested: Beginning: _____ Ending: _____

I, _____, as representative of _____, understand
(Representative Name) (Group Requesting Usage)

This form is a request for use of a City of Lebanon facility and not a guarantee of usage. In addition I have received and understand the Park Athletic Usage Policy, a copy of the Park rules and regulations, and the city's inclement weather policies. I further understand that any failure to abide by these policies can and will lead to all scheduled complexes being removed from our use.

(Group Representative)
Approved _____

(City Representative)
Not Approved _____

(Date)
Fee _____

Agreement
For the Rental of _____

Organization: _____

Group Representative: _____
(The Group Representative must be a person at least 18 years of age)

Address: _____

Phone number: Day time _____ Evening _____

Email address: _____

Agrees to rent _____ with the terms set forth in the Athletic Field request form and with the terms set forth in this agreement.

- I. Deposit
 - a. A key deposit of \$50.00 is required for the use of Athletic field lights.
- II. Rental
 - a. In addition to the deposit the rental fee for the field will be \$75.00 per team.
 - b. The city will prepare the field for weekday games only.
 - c. The city will not supply any bases.
 - d. The city will not be responsible for lining the field.
 - e. Rental fees are not refundable
- III. Insurance
 - a. Must have on file with the city proof of liability
- IV. Return of Key, Deposit refund
 - a. All keys will be returned at the conclusions of the ball season, in order to receive the deposit refund.

Group Representative: _____

City Representative: _____